Guidelines for Reserve and Copyright Restrictions

Reserve Eligibility

- ILL and ILCSO books are not eligible for reserve usage.
- It is suggested that if a book is needed for reserve, it should be requested for purchase by the library. This is due to the fact that the university or the instructor requesting the reserve must have a lawfully acquired copy of the material being placed on reserve.
- Fair Use mainly applies to reproduced or copied materials, and therefore does not affect the use of whole books, whole journals, or anything that is considered public domain.
- The duplication of consumable works, (i.e. tests, exercises, and workbooks), will always require permission from the copyright owner.
- If there is a dispute over whether or not an item is suitable for reserve, it will weigh in favor of the work if it is only optional or recommended reading.

Allowances for Photocopies

- Since it is lawful for a course pack to include 6 articles from different periodicals and one chapter from a book, as a logical extension of this rule, the same limitations will apply to items to be placed on reserve.
- Materials placed on reserve may not exceed 15% of the total page count of any single book or periodical.
- Journal article submissions should not exceed two articles from any single issue of a journal.
- Photocopies from books should not exceed a single chapter.

Time Restrictions

- Limits for reserves are cumulative for the semester. For example, since you can only place a copy of up to 15% of a journal on reserve, if you place 10% on reserve now, and find that later in the semester you need to place an additional 10% on reserve, it would exceed the limit for this semester. An easy way to prevent this potential issue would be to place the entire journal on reserve instead.
- Materials cannot be left on reserve when a course is not in session, or if the requesting instructor is not actively teaching the course.
- Materials placed on course reserve for more than one semester may be required to obtain copyright permission.
- When materials are taken off of reserves, it is permissible for the library to archive the materials, as long as they are not publically accessible.

Citations

- For each reproduced item, the library will attach an appropriate citation, and if possible, a copyright notice.
- For print reserve notices, the library will attach a notice that states that the work may be protected by copyright, and that inappropriate distribution of the materials is unlawful.